

State of Colorado



DMVA

Department of Military and Veterans
Affairs

6848 South Revere Parkway
Centennial, CO 80112
www.dmva.state.co.us

OUT OF STATE TRAVEL REQUEST (General Fund Appropriations)

(Date)

TO: Kevin Patterson, Deputy Chief of Staff

TRAVEL DATE:

FROM:

DEPARTMENT:

RE: Out of State Travel Request

TRAVEL REQUESTED FOR: (name of employee(s))

TRAVEL DESTINATION: City/State

AMOUNT: \$

PURPOSE: To attend (event) in (city/state) (dates)

JUSTIFICATION: (purpose of attendance)

Approved by C.O.O. (date:)

Denied by C.O.O. (date:)

Please email form with decision to: Kevin.patterson@state.co.us

Thank you.

"Good Government Starts Here"